



**Adult Protective Service  
Fatality Review Team  
September 27, 2016**

**Members Present:**

Donna Bileto, NIAAA  
Yvonne Anderson, VNA  
Holly Zielke, IDOA  
Cathie Heilman, Winnebago County Health Department  
Rebecca Wigget, Boone County Coroner  
Dana Miller, RAMP  
Sherri Rudy, Winn/Boone PG/PA  
Trent Brass, Rockford Fire Department

**Members Absent:**

Marilyn Hite Ross, Winnebago States Attorney; Bill Hintz, Winnebago County Coroner's Office; Sue Fiduccia, Winnebago County Coroner; Karol Fricke, Rockford PD; Michelle Courier, Boone County States Attorney; Kari Mason, Winnebago County State's Attorney; Alison Meason, Winnebago States Attorney Office; Laura Williams, OSG; Dr. Mitch King, UIC; Wendy Vaughn, NIU College of Law;

Meeting called to order at 2:22 p.m.

MOTION TO APPROVE THE AGENDA: Yvonne Anderson/Sherri Rudy to approve as submitted. Motion carried.

MOTION TO APPROVE THE MINUTES: Donna Bileto/Cathie Heilman to approve as submitted. Motion carried.

**Old business:**

Team discussed need for training of professionals who might make APS referrals. Holly and Yvonne agreed, in order to provide training, there must be funding. Holly reported IDOA has placed APS Self Neglect rules on hold and until rules are determined, no funding will be available. Holly suggested a flow chart might help

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with streamlining referrals and offered to share one at the next meeting. Donna reported executive minutes must be verbatim, but recently, IDOA attorney advises against distributing executive minutes, but rather, store for future review if needed. Moving forward, the team will not receive executive meeting minutes.

### **New Business:**

APS policy amendment change regarding meeting times. New requirement is to meet quarterly. Holly reports manual was rewritten and members should have one by the next meeting. Holly reminds board that IDOA has the first extensive data collection database that can provide the team with critical details in order to determine trends. Additionally, when the database is built, the possibility of pulling old cases to review will act as an important tool.

### **Organizational:**

Holly reported IDOA will have more oversight in Fatality Review Boards beginning January, 2017. All members serving on the board must be approved by IDOA and must have proper training certificates in file such as the Open Meetings Act. It will be imperative that the Chair and Co-chair attend meetings and board members make available their plans for continuing membership. Donna reminded team to please submit a copy of their OMA certificates. Holly also noted that due to the lack of cases to review in Boone and Winnebago, the team may choose to review cases from all of planning service area 1, including provider cases in Freeport, and Whiteside. Holly and Donna will work with area APS providers to coordinate.

Team discussed moving the meeting times once again but agreed to keep things as is until January, 2017.

Proposed 2017 meeting dates:

January 24  
March 28  
May 23  
August 22  
September 26 (Alternate)  
October 24 (Alternate)

Due to term limits, and other changes to be implemented by January, 2017, Holly is recommending that all members make it a point to attend our last meeting of the year which will take place November 29, 2017 at 2:15. We plan to have a case to review and would like to all members to take vote on meeting time proposals. There was no case to review for this meeting.

MOTION TO ADJOURN: Yvonne Anderson/Donna Bileto to adjourn. Motion carried.